

To: District Superintendents
From: Nancy Thomas Price, Comprehensive Assessment Coordinator, overseeing
State Digital Library Administration
Subject: New Digital Library Provisioning Materials
Date: October 3, 2014

Dear Superintendents:

As you may be aware, the preview period for the Digital Library by Smarter Balanced is now over. Over 3400 Idaho educators are currently accessing the Digital Library. With this transition, our 'single sign on' system will become operative. Anyone previously provisioned to have access to the Digital Library will be able to continue using it with uninterrupted service. With this new system, as the Digital Library State Administrator I will provision District Coordinators first, and then these District Digital Library Coordinators will provision all those in your district who still need access. This person will also be able to edit existing users to establish roles that define access levels to not only the Digital Library, but also other Smarter Balanced applications.

Please use the next few days to complete this survey <https://www.surveymonkey.com/s/BJ68JFV> giving us the information for one or two people in your district that will coordinate Digital Library usage and create accounts for other Digital Library users in your district. In other words, identify your District Digital Library Coordinator. This person will also be our primary contact for and about Digital Library information. If the district chooses, you can create accounts for school coordinators and delegate account user creation to them for their school.

Attached to this email are two documents to help manage accounts in the Digital Library.

- "Smarter Balanced Administration and Registration Tools User Guide 9242014DL" is a complete user guide to the Smarter Balanced Administration and Registration Tool (ART). This tool will allow administrators to administer the Smarter Balanced assessments and register users for all Smarter Balanced applications, including the Digital Library.
- "Digital Library Coordinator Guide" is an excerpt from the full user guide that focuses specifically on establishing and changing accounts for the Digital Library.

Once data is uploaded from the Survey Monkey, I will notify districts, and host another webinar about the new provisioning system. This will assist districts for provisioning of their educators. In addition, all materials and communication will be posted on our website. www.sde.idaho.gov/site/formativeInterim

The Digital Library is appropriate for anyone directly responsible for, or supervising, instruction. If you have any questions, please email Nancy Thomas Price, nthomasprice@sde.idaho.gov

Sincerely,
Nancy Thomas Price

Attachments:

- Administration and Registration Tools User Guide 9.24.2014.DL
- Digital Library Coordinator Guide